

**POLICY: Tuition Refund**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
March 14, 2025	June 27, 2025	Curriculum Committee Office of Student Affairs

**POLICY STATEMENT**

HWCOM refunds tuition and fees in accordance with the Board of Trustees Regulation FIU-1114 Tuition and Fees Refunds. For all Herbert Wertheim College of Medicine (HWCOM) medical students, the amount refunded is based on the timing of withdrawal:

- **100 percent refund** (tuition and fees for the term)
  - Granted to a student in any academic year if withdrawal or dismissal from HWCOM occurs in writing before:
    - The first day of academic year 1 classes (Fall term)
    - First Monday of academic year 1 classes in January (Spring term)
    - First Monday of April (Summer term)
- **50 percent refund** (tuition only for the term)
  - Granted to a student in any academic year if withdrawal or dismissal from HWCOM occurs in writing before the end of the fourth week following the 100 percent refund date.
  - There is no refund of fees.
- **25 percent refund** (tuition only for the term)
  - Granted to a student in any academic year if withdrawal or dismissal from HWCOM occurs in writing before the end of the sixth week following the 100 percent refund date.
  - There is no refund of fees.
- **No refund** of tuition or fees is available after the end of the sixth week following the 100 percent tuition refund date for each term.

Students should refer to the HWCOM Medical Student Handbook for specific refund dates for each academic year.

Pursuant to [Florida Board of Governors Regulation 7.002](#) (10 & 11), a student who withdraws from classes after the tuition refund deadline may petition for a 100% refund of tuition and fees paid for the term if the withdrawal was due to extenuating circumstances, as described in Procedure, Tuition Refund.

#### SCOPE

This policy applies to all medical students.

#### REASON FOR POLICY

This policy establishes the circumstances that may result in a refund of tuition and fees and the applicable timelines for refund eligibility.

This policy relates to LCME Element 12.2 which states that “A medical school has clear policies for the refund of a medical student’s tuition, fees, and other allowable payments (e.g., payments made for health or disability insurance, parking, housing, and other similar services for which a student may no longer be eligible following withdrawal).”

#### DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

#### RESPONSIBLE PARTIES

Associate Dean for Student Affairs  
Associate Director of Financial Assistance

#### RELATED RESOURCES

[Florida Board of Governors Regulation 7.002](#) (10 & 11)  
[Board of Trustees Regulation FIU-1114 Tuition and Fee Refunds](#)  
 Procedure, Tuition Refund

#### CONTACTS

Questions about this policy should be directed towards the Associate Director of Financial Assistance, Office of Student Affairs.

#### POLICY HISTORY

List initial effective date, revision dates, and/or review date.

**Initial Effective Date:** March 14, 2025

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): March 14, 2025, June 27, 2025

**PROCEDURE: Tuition Refund**

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**PROCEDURE STATEMENT**

Using the following procedure, a student who withdraws from classes after the tuition refund deadline may petition for a 100% refund of tuition and fees paid for the installment if the withdrawal was due to extenuating circumstances:

Extenuating circumstances are those determined to be exceptional and beyond the control of the student, and include, but are not limited to the following:

- Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s).
- Death in the immediate family (parent, step-parents, spouse, child, sibling, or grandparents). Petition must be accompanied by family member's death certificate and appropriate documentation (i.e., birth certificates) to indicate the student's relation to the deceased).
- Involuntary call to active military duty. This does not include voluntary active duty or annual training that has been given prior notice. Student petition must be accompanied by a copy of military orders.

A written petition, accompanied by documentation of the extenuating circumstance, must be submitted to the HWCOM Office of Financial Assistance no later than six months after the end of the term from which the student withdrew. Failure to submit supporting documentation results in denial of the petition.

Petitions are reviewed by the Associate Director of the HWCOM Office of Financial Assistance and routed to the Associate Dean for Student Affairs for final review. Decisions are rendered within 30 business days and the student receives a notification via email. All decisions are final.